

RECOMMENDATIONS REGARDING SELECTION OF TESTS FOR USE
IN THE TESTING BRANCH OF THE PERSONNEL DIVISION AND
IN THE EVALUATION AND TESTING DIVISION OF THE OFFICE
OF TRAINING

The recommendations in this report apply only to tests used in programs of the Testing Branch of the Personnel Division and of the Evaluation and Testing Division of the Office of Training; only to regular testing programs (not to use of any experimental tests); and do not apply to questionnaires or other devices which do not yield scores.

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TESTING BRANCH OF THE PERSONNEL DIVISION

Tests for Clerical Employees

The present battery consists of the following tests:

Directions Test

Clerical Speed and Accuracy

Spelling

Sentences

Numerical Ability

Abstract Reasoning

Shorthand

Typing

In addition, other tests may be administered to individuals when it seems appropriate, e.g., Mechanical Reasoning and Spatial Relations.

It was found that a number of studies of these tests have been completed since our earlier report, and others are now underway in the Testing Branch - for example, intercorrelations have been obtained for the clerical battery and test-retest reliabilities of these tests are being obtained. In view of the fact that results of such studies are pertinent to administrative decisions regarding test selection, we feel that it would be unfortunate to settle all issues on the basis of our judgment alone. The following recommendations are therefore somewhat tentative, and more definite recommendations could be made when more adequate evidence becomes available.

The following recommendations are made:

1. The Directions Test should be dropped from the battery if the study now in progress shows its reliability to be lower than .85.
2. A measure of general verbal ability should be introduced, such as the Cooperative Vocabulary test, Short Form QS or RS.
3. An attempt should be made to develop simple directions for the Abstract Reasoning test which do not depend greatly on verbal ability.
4. The number of tests in ^{the} battery should eventually be reduced; the tests to be eliminated should be determined on the basis of validity studies.

Tests for Professional Employees

A number of investigations are also in progress which are pertinent to decision regarding the selection of tests for the professional battery. Account of these studies is taken in connection with the recommendations which are made.

The present battery consists of the following tests:

Directions Test

Otis Quick Scoring Mental Ability Test

General Test I

Watson-Claizer Tests of Critical Thinking

Generalizations

Inferences

Discrimination of Arguments

Recognition of Assumptions

General Logical Reasoning

Applied Logical Reasoning

Correctness and Effectiveness of Expression

Bennett Use of the Library Test

French Lower Level (USAFI)

French Upper Level (USAFI)

German Lower Level (USAFI)

Italian Lower Level (USAFI)

Spanish Lower Level (USAFI)

Typing

Physics (USAFI)

Chemistry (USAFI)

Obviously not all these tests are given to every applicant; most applicants take the Directions, Otis, General Test I, the Watson-Claser, and Correctness and Effectiveness of Expression. Various tests not listed may be administered on an individual basis when appropriate.

The following recommendations are made:

1. The Directions Test, the Otis Test, the General Test I, and the Watson-Claser test (at least in its present form) should be dropped from the battery in order to avoid excessive duplication of measures. The remaining tests in the battery are judged to be satisfactory when the job being applied for makes their use appropriate.
2. It is recommended that the Ohio State University Psychological Test be used, with (say) a two-hour time limit, as a measure of general verbal ability. A separate reading compre-

hension score should be obtained.

3. A test of the ability to interpret data should be developed and added to the professional battery. This test would require the candidate to draw correct inferences and interpretations from material presented to him in narrative, tabular or graphic form. It is believed that such a test would serve better than the present Watson-Glaser test.

h. Additional tests should be added as needed, for use with specific subgroups. A survey is in progress by the Testing Branch, based on study of job descriptions, and aimed at discovering the specific skills and abilities required for various jobs. While a number of tests could be recommended as promising, it seems best to make no specific recommendations regarding additional tests until the survey has progressed further and until there has been some opportunity for at least preliminary validity studies.

Progress is already being made toward accomplishing some of the changes recommended. It must be recognized that considerable effort and time are necessarily required for completion of the research needed.

OFFICE OF TRAINING

Language Aptitude Testing

The present battery consists of these tests:

Iowa Foreign Language Aptitude Test

Hennon-Nelson Mental Ability Test for College Students

Word Meaning Test [REDACTED]

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These three tests have been found to be among the most valid

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of those tried out by [REDACTED] for predicting success in language training.

1. If the Ohio State University Psychological Test is adopted by the Testing Branch for regular use, and if it is administratively feasible to make the scores available for language trainees, it is recommended that only the Iowa Foreign Language Aptitude Test be administered. OSUPT score should, it is felt, serve the same purpose as the Hennon-Nelson and Word Meaning tests.

Language Laboratory

We recommend that the present practice of supplying Iowa Foreign Language Aptitude Test scores to instructors should be continued.

Unclassified Training Group A

The purpose of the UTC/A battery is to provide information for the possible use of division chiefs after training and for possible use in guidance. The battery used consists of the following tests:

Hennon-Nelson Mental Ability Test for College Students

Word Meaning Test

Logical Reasoning Test

Iowa Foreign Language Aptitude Test

1. If the Ohio State University Psychological Test is adopted by the Testing Branch for regular use, and if it is administratively feasible to make the scores available for UTG/A trainees, it is recommended that only the Iowa Foreign Language Aptitude Test be administered. OSUPT score should, it is felt, serve the same purposes as the Henmon-Nelson, Word Meaning, and Logical Reasoning Tests. It might be desirable to verify the wisdom of dropping Logical Reasoning by an appropriate experimental study.

Professional Trainees

The selection test battery for professional trainees consists of:

Henmon-Nelson Mental Ability Test for College Students

Word Meaning Test

Logical Reasoning Test 25X1A9a

In addition, Basic Number Skills [REDACTED] is administered to certain people who do relatively poorly on the other tests in the battery. On the basis of these tests, screening is carried out and the survivors are interviewed. A supplementary battery is administered to those selected:

Miller Analogies Test

Iowa Foreign Language Aptitude Test

Basic Number Skills

Scale of Attitudes

Work Conditions Survey

Guilford-Zimmerman Temperament Survey

The results are eventually used in evaluation of the trainee and in his assignment in the Agency.

1. If the Ohio State University Psychological Test is adopted by the Testing Branch for regular use, and if the professional trainees are tested by the Testing Branch, it is recommended that the battery be dropped and the appropriate scores from the Testing Branch professional battery be used instead.
2. It is recommended that the type of program carried on in connection with the supplementary battery be continued, so long as it remains under the guidance of a competent psychologist.

OCS Testing Program

The Henmon-Nelson, Word Meaning, and Basic Number Skills tests are sometime used to predict whether or not candidates will be able to pass selection tests for Officer Candidate Schools.

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plans to use instead the civilian form of the Army General Classification Test for this purpose. This seems to be an excellent method of accomplishing the purpose of the program.

Clerical Testing Program

The following tests are in use:

Modern English Usage 25X1A9a

Typing

Shorthand


Spelling Test 25X1A9a

1. Since the needs of the Clerical Training Program can be so adequately met by the tests in the clerical battery of the Testing Branch, it is recommended that the clerical battery be used instead of special testing in the Training Office.

2. If available test scores are more than, say, six months old, retesting should be carried out by the Testing Branch, especially for tests in which work on the job might be expected to influence test score.

The recommendations made above are based on the best judgment of the investigators. Wherever possible it would of course be more desirable to base administrative changes on experimental evidence rather than subjective opinion.

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